SECRET

31 August 1967

MEMORANDUM FOR THE RECORD

SUBJECT: The CAPER System

1. On 31 August 1967 the undersigned was afforded a briefing
on the CAPER System by Messrs. ███████████████████████████   25X1A9a
of SR&CD.

2. The CAPER System is a punch card system which is applied
to a computer to produce bi-monthly reports that are of interest to
Personnel Security Division and concern the processing of overt cases.

3. The System is maintained in SR&CD in the form of standard
IBM cards, all columns of which are used for accumulating the neces-
sary data. It is constantly brought up to date by employees of SR&CD.
It is not on computer tape.

4. Input elements include:

> (1) Subject's name
> (2) Security file number
> (3) Request date (i.e., from the Office of Personnel
>   Form #377)
> (4) Category code (i.e., type of case according to
>   OP code)
> (5) Case type (spelled out)
> (6) SR&CD date opened
> (7) PRS/PSD date opened
> (8) ID date opened
> (9) Appraisal Section date opened
> (10 Office of Security date closed
> (11) Type closing action
> (12) Type ID closing

5. The case type description includes staff T/O employees, type A contract, type B contract, military assignees, consultants, as well as re-investigation and other non-personnel initiated cases.

6. From the operation, reports and listings are produced twice a month. Six statistical reports are prepared as follows:

    (1) Cases in process (with breakdown)
    (2) Status report on cases (divided into two groups:
        a. personnel cases
        b. other pending cases)

    (3) Cases closed during the month
    (4) Processing time factors of closed accountable cases
    (5) Analyses of processing time on closed accountable cases.
    (6) Miscellaneous statistics

7. The listings produced twice a month are as follows:

    a. Office of Personnel cases pending in Appraisal Section.
    b. Office of Personnel cases pending in ID.
    c. Deferred status cases (such cases are marked as closed, but another card is "put in" showing that the case is being reserved in a deferred status).
    d. Office of Personnel cases pending in PRS.
    e. Office of Personnel cases pending in SR&CD.
    f. Other cases pending in Appraisal.
    g. Other cases pending in ID.
    h. Other cases pending in PRS
    i. Other cases pending in SR&CD.
    j. Type 4 closings ("Type 4" significance not identified).
    k. All closed cases in month.
    l. Cases opened during the month.
    m. Cases opened in prior months.
    n. All pending cases.

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8. Mr. ████████ pointed out that a new program for the   25X1A9a
System has just been prepared which took one man-year to write.
This new program is the same as the previous one; it's only purpose
is to allow the system to be applied to a different computer.

25X1A9a

/s/

████████████████
Special Assistant for Automatic Data Processing
Executive Staff, Office of Security

Distribution:
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25X1A9a   OS/E&PD:████████:kf (31 Aug 67 x7160)

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